



Meir Heath PFA

Roles Within The PFA

Role	Function	Duties
Chair	To ensure that the business of the PFA is conducted in accordance with the wishes of the representatives of the PFA, and to uphold the constitution of the PFA.	<ul style="list-style-type: none"> • Provide leadership • Welcome & involve new members in the group • Get to know committee members • Run meetings efficiently & on time • Ensure everyone is able to contribute • Remain impartial • Sign cheques for the PFA with one other committee member
Vice Chair	To support the chair in all aspects of their role, to ensure that the business of the PFA is conducted in accordance with the wishes of the representatives of the PFA and to uphold the constitution.	<ul style="list-style-type: none"> • Chair meeting in the absence of the Chair • Prepare meeting agendas (consulting with the Chair) • Welcome & involve other parents into the PFA. • Lead parent and wider school community engagement in the PFA (class representatives, use of local contacts and skills)
Treasurer	To maintain up-to-date records of all PFA financial transactions.	<ul style="list-style-type: none"> • Day-to-day management of accounts, including issuing bills and receipts on behalf of the PFA and making payments. • Regularly prepare and update financial ledgers • Prepare and report financial statements at PFA meetings. • Prepare a concise Financial Report for the Annual General Meeting. • Charity registration and Gift Aid
Vice Treasurer	To support the treasurer in all aspects of their role, with focus on the event management.	<ul style="list-style-type: none"> • Organise floats for fundraising events • Collect and reconcile monies raised at events (double counting with treasurer)
Secretary	The Secretary deals with all the correspondence that the PFA receives and helps the Chair ensure that committee meetings run smoothly.	<ul style="list-style-type: none"> • Deal with correspondence • Arrange meetings • Prepare and distribute agendas • Take the minutes of meetings, type them up and distribute them • Ensure that enough committee members are present to make the meeting quorate
Communications	To communicate and promote the work of the PFA.	<ul style="list-style-type: none"> • Work with the school office to circulate information to parents via letter or SMS • Publicise events and fundraising initiatives • Ensure posters are displayed around the school in good time. • Coordinate production of the half-termly newsletter • Post updates on the PFA facebook page
Committee Members	Work alongside the above officers to ensure PFA activities are successful.	<ul style="list-style-type: none"> • Attend PFA meetings • Get involved in planning, owning and running events • Run smaller projects • Encourage participation and enthusiasm for the events organized by the PFA

